

30 March 1977

MR. FIRTH

Suggested Topics for Discussion  
at the 1 April Director's Luncheon

Editing

1. The branch/division review process of reports seems to be unnecessarily drawn out (i.e., branch chief, deputy division chief, and division chief review).

2. Spare the secretaries the frustrations and time involved in retyping draft after draft when a written draft (redraft) will suffice.

3. It has been suggested that supervisors (all levels) are not consistent in accepting certain written terminologies and phraseologies. (A plane is an aircraft is a plane.)

4. Will the Director of OIA continue to review IOMs, Notes, etc. prior to their distribution? Is this causing a delay in the distribution of the product?

Personnel

1. How will the new office level status of OIA affect our grade and personnel ceiling?

2. It is generally felt that personnel in OIA wait longer for promotions than people in other Agency offices.

3. Is there still a moratorium on rotational assignments for OIA personnel?

4. What is the status of the 3 percent program within OIA?

5. It is generally felt that OIA personnel are discriminated against when being considered for lateral transfers by Headquarters' offices.

ILLEGIB

Production

Do we want to focus the majority of our attention on "putting out" intelligence fires rather than principally concerning ourselves with detailed analysis?

STAT

ILLEGIB

*Acad etc*

✓2. Now that we are an office, should we advertise our services to outside agencies and accept external projects?

*Spec. use (prior to going etc)  
not at all  
but serves for  
shorter tours.*

3. Personnel in the LFD/SA branch feel that they are not equally represented. Because of their special type work, they do not have the opportunity to address the staff with P.I. notes or special projects as does the rest of OIA. How will this isolation affect the personnel in that branch?

STAT

*Not to worry  
(turn over to  
WAC) (see  
further time?)*

4. How would [redacted] affect the existence of certain branches (i.e., ERD/Basic Industries)?

5. We see no reason why NID coordination drafts cannot be sent over to OIA with enough lead time to allow detailed review.

STAT

*IDOC establish  
for this. Should  
encourage Has person  
cable to bring with  
down informed*

6. Will OIA personnel be afforded the opportunity to tour [redacted]

7. It is recommended that OIA provide at least quarterly orientation briefings for newly assigned OSR, OWI, etc. personnel.

8. OIA needs to better advertise our mission versus that of NPIC. It seems the majority of Headquarters personnel associate us with NPIC. [redacted]

*more can be  
done. I  
will do some  
of this*

#### IV. Administrative

*Ben tried + failed.  
I'll raise it  
again, but not  
much hope*

1. What is the feasibility of instituting a joint NPIC/OIA bluebird service to Headquarters? A 90-day trial run certainly seems to be a reasonable request.

2. What is the status of the Divisions' physical relocation within OIA? *3-6 months*

3. Would it be possible to limit the occupancy of any one room to two individuals? *Not really 120-140 sq ft/room*

4. OIA needs a designated "Quiet Room" where one can go to work on a paper or briefing when he feels the need to get away from the daily clamor.

5. Will our green phone service to Headquarters ever be satisfactory?

6. Some furniture in OIA needs to be replaced. *100%*

ILLEGIB

tell me!

7. It is generally agreed that Front Office administrative support for travel/trips etc. is lacking. One gets the feeling of a "Pass the Buck" type system.

*How should we measure it?*

\*\*

8. Is the OIA EEO program effective? What should be the qualifications/requirements of the EEO officer?

*xpans - what  
would the  
paper say?*

*How harassed?*

9. Some people are being harassed by their supervisors concerning Flex-Time. It seems a policy paper on Flex-Time is in order.

10. Vacancy notices are often outdated by the time they are posted on bulletin boards. Are we receiving them from Headquarters on a timely basis?

11. OIA personnel need to be better informed as to the availability of physical exams, eye exams, and agency life insurance programs etc. *Adm.*

STAT

12. Why should [redacted] pay the same EAA dues *me/ez* *blurred* as Headquarters personnel when the availability of EAA services are severely limited? Would it be possible to get an EAA store price list in OIA?

13. Is there a uniform policy within OIA concerning the use of administrative leave on snow days?

V. Comment

It was unanimously agreed that both the new DDI and Director, OIA have had a very positive and favorable impact on OIA personnel. The negative morale reflected in the recent DDI Attitudinal Survey has greatly diminished.